

City of Monroe Department of Public Services Budget Presentation



Prepared by the City of Monroe
Department of Public Services
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March 31, 2014

Public Services Functions / Budget Responsibility

- Organization of Public Services Staff is into five primary work groups, who share responsibilities during peak times:
 - Administrative
 - Forestry Services
 - Parks Maintenance
 - Fleet Maintenance
 - General Operations
- Multiple Funds Administered by Public Services
 - 101 – General Fund – Operations (60.441), Forestry (60.468), and Parks (60.756 and 70.756)
 - 202 – Major Street Fund
 - 203 – Local Street Fund
 - 226 – Refuse Fund
 - 231 – Parking Fund
 - 295 – Airport Fund
 - 641 – Stores and Equipment Fund
- All but Parking Fund are administered essentially exclusively by Public Services

Public Services Departmental Functions

- Administration:
 - Consists basically of shared director, Superintendent, Departmental Aide
 - Prepares budget, deals with personnel and safety matters, Union relations
 - Processes Action Line requests, service calls, etc.
 - Administers annual refuse contract (nearly \$1 million)
 - Manages Custer Airport through contract manager and part-time employees
- Forestry Services:
 - 3-person crew led by Job Leader, supervised by Stores and Equipment / Forestry Supervisor
 - Plants new trees in street rights-of-way, parks, etc.
 - Removes dead and diseased trees
 - Trims trees as necessary
 - Maintains floral display in parks (Memorial Place)

Public Services Departmental Functions

- Fleet Maintenance:
 - 2 State-certified Mechanics, supervised by Stores and Equipment / Forestry Supervisor
 - Performs repair service for the City owned fleet of vehicles and equipment
 - Some specialty work outsourced (body work, transmission, etc.)
 - Performs welding tasks
 - Supervisor maintains computerized maintenance system on all vehicles
- Parks Maintenance:
 - Regular services now largely contracted
 - Contract oversight by Operations Supervisor / Superintendent
 - Trash removal, restroom cleaning on one contract
 - Ball diamond grading under another contract (same vendor for 2013-15)
 - Heavy maintenance items still scheduled from DPS Operations crew

Public Services Departmental Functions

- General Operations:
 - Basically, everything else not already covered by another work group
 - 2 assigned full time to street sweeping
 - Roadway patching, repairs
 - Storm sewer maintenance, catch basin repairs, etc. (Includes vactor truck operation)
 - Winter maintenance – supplemented by other work groups during peaks
 - Alley grading
 - Blight clean-up activities
 - Manages mowing contract (2014-2018 current)
- General Operations:
 - Traffic signal and sign maintenance / production
 - Maintains electrical service to various city facilities
 - Special event support (major time commitment)
 - Total work group size is 10 plus Operations Supervisor.
 - Includes 1 Job Leader, 4 Heavy Equip. Operators, 1 Medium Equipment Operators, 4 Maintenance Workers, all with CDL

Public Services General Fund Budget Discussion

- Key Concepts:
 - Public Services managed as one department, but for budget purposes Forestry and Parks are broken out separately
 - Labor costs generally all figured into DPS Operating budget, then “force labor” is charged to the Forestry and Parks budgets through expenditure credits
 - Expenditure credits also offset DPS Operating budget from other funds as well
- Key Statistics:
 - Total DPS gross expenditures projected \$2,808,719 for FY 13-14, proposed for \$2,818,778 for FY 14-15.
 - Net General Fund cost \$2,178,266 projected for FY 13-14, proposed for \$2,321,628 for FY 14-15.
 - Proposed FY 14-15 budget is 6.6% increase from FY 13-14 projected, though 1.4% is a result of change in Finance tracking of costs for insurance & IT fees

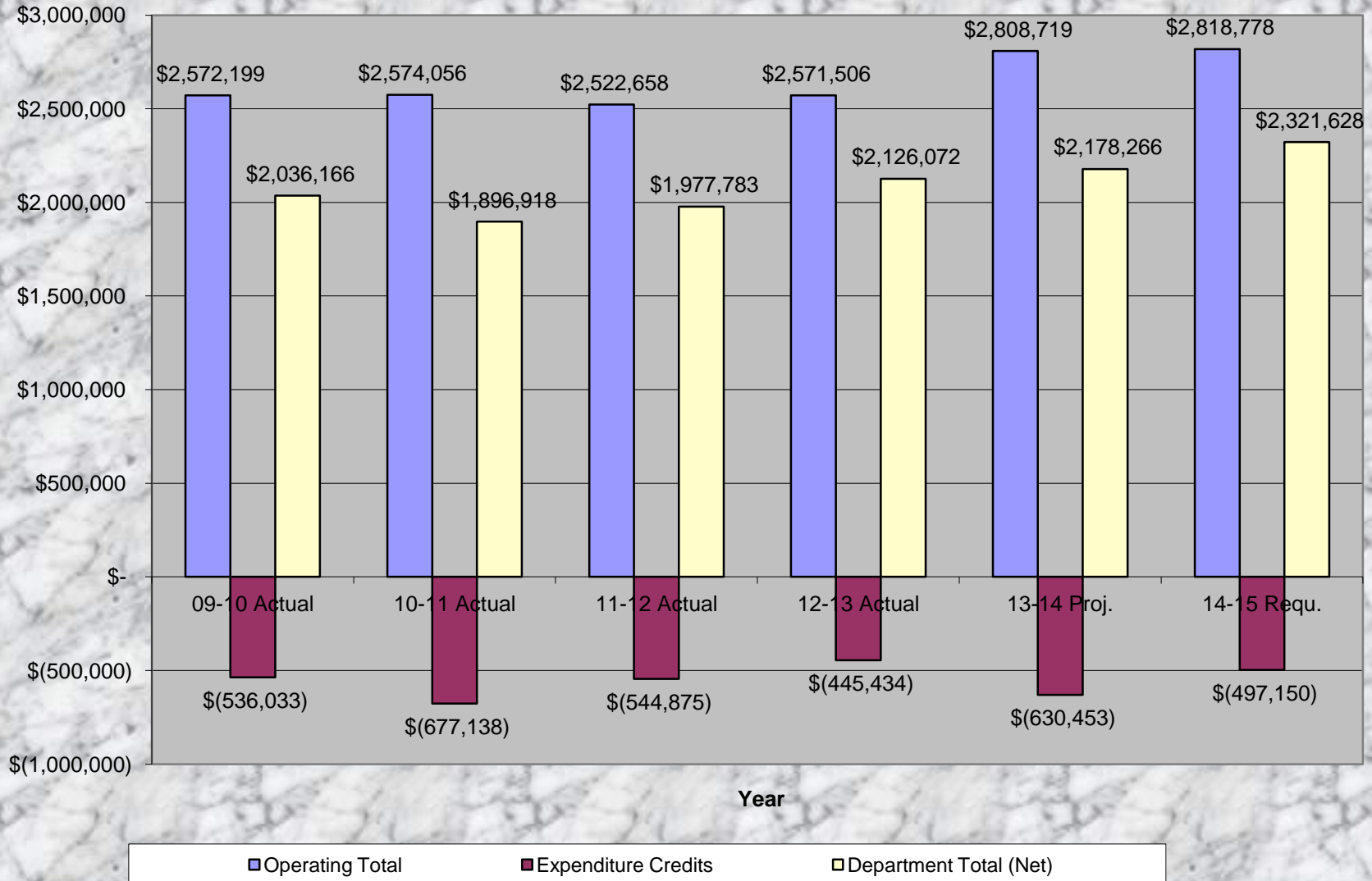
Public Services General Fund Budget History

	Expenditures							
	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Actual	13-14 Proj.	14-15 Requ.	2009-14 5-year average	2010-15 5-year average
General Operations - Personnel	\$ 1,107,391	\$ 1,211,342	\$ 1,153,194	\$ 1,120,312	\$ 1,257,154	\$ 1,264,780	\$ 1,169,879	\$ 1,201,356
General Operations - Street Lighting	\$ 422,051	\$ 429,191	\$ 448,531	\$ 463,888	\$ 460,000	\$ 460,000	\$ 444,732	\$ 452,322
General Operations - General Contractual	\$ 134,120	\$ 134,926	\$ 151,687	\$ 164,999	\$ 125,000	\$ 120,000	\$ 142,146	\$ 139,322
General Operations - Equipment Rental	\$ 64,553	\$ 53,789	\$ 56,148	\$ 60,165	\$ 90,000	\$ 60,000	\$ 64,931	\$ 64,020
General Operations - Other	\$ 56,986	\$ 53,039	\$ 51,223	\$ 58,272	\$ 93,765	\$ 92,998	\$ 62,657	\$ 69,859
Forestry - Personnel	\$ 322,581	\$ 304,633	\$ 283,252	\$ 302,201	\$ 300,000	\$ 300,000	\$ 302,533	\$ 298,017
Forestry - Equipment Rental	\$ 133,274	\$ 163,090	\$ 159,041	\$ 149,081	\$ 132,500	\$ 122,500	\$ 147,397	\$ 145,242
Forestry - Other	\$ 19,574	\$ 27,331	\$ 29,472	\$ 19,193	\$ 19,000	\$ 22,000	\$ 22,914	\$ 23,399
Parks - Full-Time Personnel	\$ 190,541	\$ 88,768	\$ 70,822	\$ 98,238	\$ 100,000	\$ 125,000	\$ 109,674	\$ 96,566
Parks - Equipment Rental	\$ 52,447	\$ 43,048	\$ 14,602	\$ 21,686	\$ 25,000	\$ 32,000	\$ 31,357	\$ 27,267
Parks - Other	\$ 68,681	\$ 64,899	\$ 104,686	\$ 113,471	\$ 206,300	\$ 219,500	\$ 111,607	\$ 141,771
Total Gross Expenditures	\$ 2,572,199	\$ 2,574,056	\$ 2,522,658	\$ 2,571,506	\$ 2,808,719	\$ 2,818,778	\$ 2,609,828	\$ 2,659,143
Percentage Increase		0.1%	-2.0%	1.9%	9.2%	0.4%		

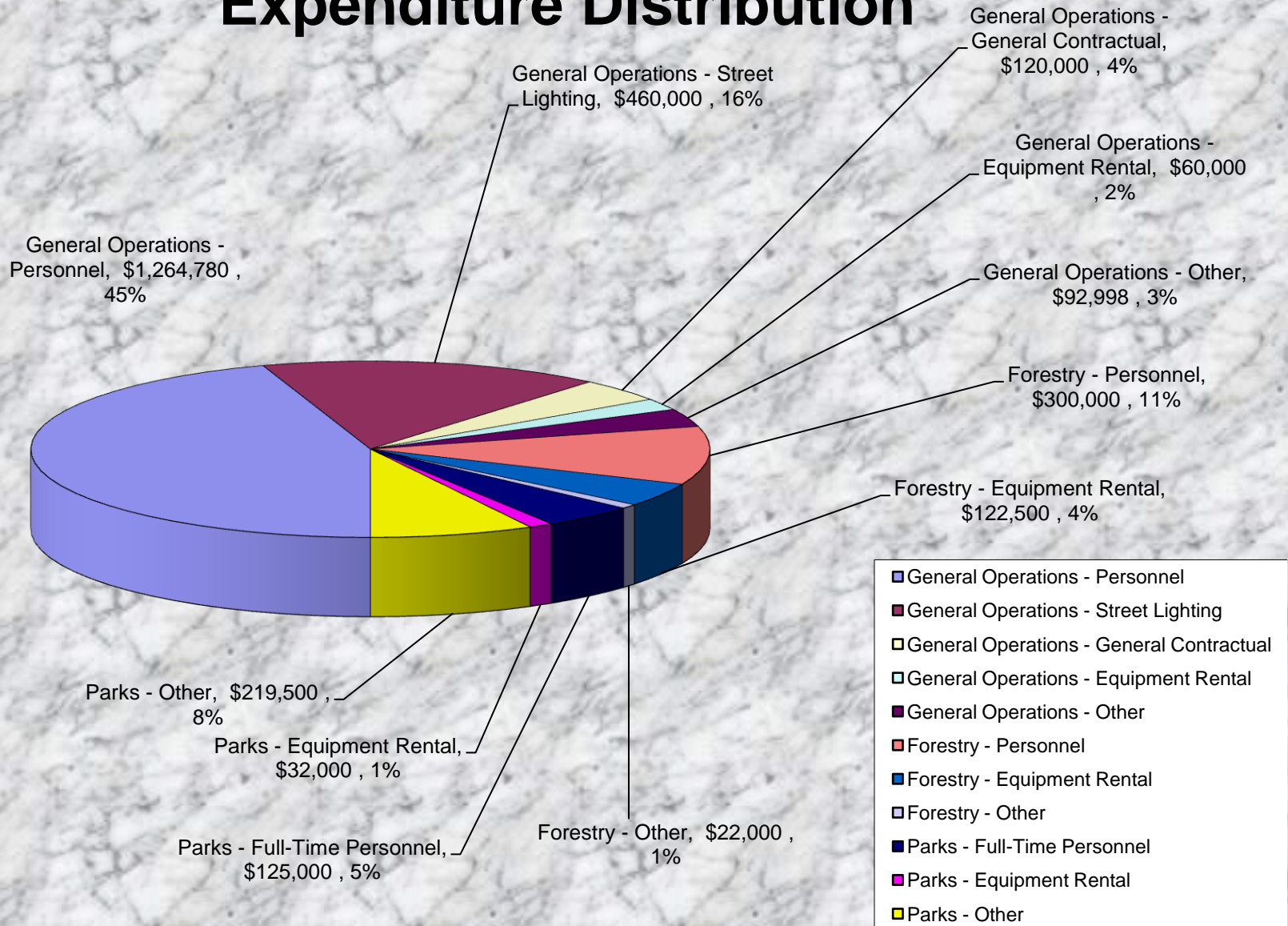
	Expenditure Credits (Charged Time)							
	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Actual	13-14 Proj.	14-15 Requ.	2009-14 5-year average	2010-15 5-year average
Major Street Fund (202)	\$ (204,910)	\$ (277,586)	\$ (196,884)	\$ (114,935)	\$ (207,750)	\$ (155,150)	\$ (200,413)	\$ (190,461)
Local Street Fund (203)	\$ (193,131)	\$ (247,290)	\$ (189,150)	\$ (136,137)	\$ (220,500)	\$ (182,500)	\$ (197,242)	\$ (195,115)
Refuse Fund (226)	\$ (122,025)	\$ (123,752)	\$ (142,308)	\$ (150,196)	\$ (134,403)	\$ (135,000)	\$ (134,537)	\$ (137,132)
Parking Fund (231)	\$ (10,082)	\$ (14,271)	\$ (5,235)	\$ (7,407)	\$ (39,000)	\$ (13,000)	\$ (15,199)	\$ (15,783)
Airport Fund (295)	\$ (5,885)	\$ (14,239)	\$ (3,314)	\$ (9,590)	\$ (28,800)	\$ (11,500)	\$ (12,366)	\$ (13,489)
Capital Projects Fund (401)	\$ -	\$ -	\$ (2,679)	\$ -	\$ -	\$ -	\$ (536)	\$ (536)
Water Fund (591)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stores & Equipment (641)	\$ -	\$ -	\$ (5,305)	\$ (27,169)	\$ -	\$ -	\$ (6,495)	\$ (6,495)
Total Expenditure Credits	\$ (536,033)	\$ (677,138)	\$ (544,875)	\$ (445,434)	\$ (630,453)	\$ (497,150)	\$ (566,787)	\$ (559,010)
Percentage Increase		26.3%	-19.5%	-18.3%	41.5%	-21.1%		

	Budget Summary							
	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Actual	13-14 Proj.	14-15 Requ.	2009-14 5-year average	2010-15 5-year average
Operating Total	\$ 2,572,199	\$ 2,574,056	\$ 2,522,658	\$ 2,571,506	\$ 2,808,719	\$ 2,818,778	\$ 2,609,828	\$ 2,659,143
Expenditure Credits	\$ (536,033)	\$ (677,138)	\$ (544,875)	\$ (445,434)	\$ (630,453)	\$ (497,150)	\$ (566,787)	\$ (559,010)
Department Total (Net)	\$ 2,036,166	\$ 1,896,918	\$ 1,977,783	\$ 2,126,072	\$ 2,178,266	\$ 2,321,628	\$ 2,043,041	\$ 2,100,133
Percentage Increase		-6.8%	4.3%	7.5%	2.5%	6.6%		

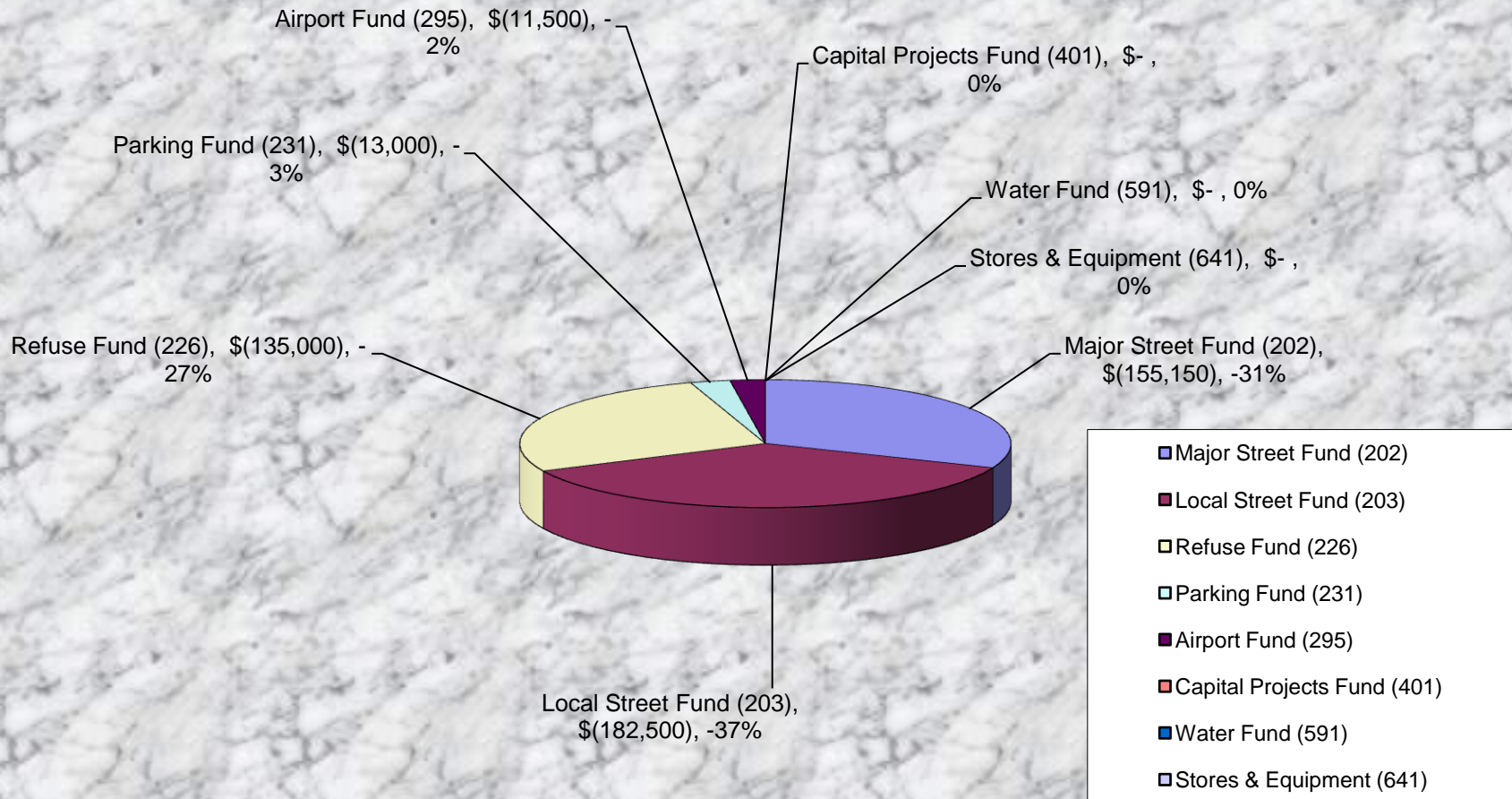
Public Services General Fund Budget History



Public Services – FY 14-15 Proposed Expenditure Distribution



Public Services – FY 14-15 Proposed Expenditure Credit Distribution



Public Services – Current Staffing

DEPARTMENT OF PUBLIC SERVICES ORGANIZATIONAL CHART



Public Services – Initiatives and Challenges

- Personnel Changes / Shift to some Contract Services
 - Overall staff has declined from 37 in 2003 to 19.5 funded for FY 13-14 and FY 14-15. Operational Assessment level from 2007 report was proposed at 25.
 - Due to economy, high grass and weeds, blights have increased in past few years, further straining load, also seem to have increasing vandalism issues.
 - Contracting grass maintenance (regular), Ordinance mowing (as needed), Ball Field Maintenance (as needed) and Custodial (7 days a week in season). Staff will only be used for repairs and “on call” situations for Parks, drawn from Operations crew. These changes seem to have resulted in major cost avoidance over the past few years, and have allowed DPS budget to remain flatter over the past few years, decreasing substantially from prior years.
 - **Feel most major structural changes needed for long-term sustainability have already been achieved, no other major changes expected for 2014.**
 - **Department is working on comprehensive Operations Manual, some sections completed, proven to be very time-consuming.**
- Unfunded Mandates
 - City’s Storm Water Discharge Permit - requires more intense scrutiny of storm system maintenance – will require us to continue street sweeping and vector operations with same or greater intensity even amidst other needs
 - Many deferred maintenance items in this particular area, clogged outlets, under-sized pipes, etc.
- Aging Infrastructure
 - Street capital projects cannot keep up with deterioration (should do roughly 4 miles per year, usually do half this), so maintenance activities more intense.